

CLARIS™

AppleWorks® GS

1.1 Update

Important: Please read this first.

CLARIS™

AppleWorks® GS

1.1 Update

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CLARIS™

AppleWorks® GS

1.1 Update

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How to Use This Update

This *AppleWorks® GS 1.1 Update* supplements the documentation for all previous versions of AppleWorks GS and replaces the previous Update. You will learn about enhancements and changes, and you will find additional information that expands and clarifies the documentation for AppleWorks GS. Throughout this booklet, page numbers from the AppleWorks GS manuals are noted as a convenient way for you to learn more about that topic.

You will probably use this booklet differently, depending on whether you are a new or experienced AppleWorks GS (AWGS) user. Refer to the table below to find out which sections are appropriate for you to read completely and which you should just browse through at this time.

Section title	New user	Experienced AWGS user
What's New in This Release	Read all	Read all
Installation Instructions	Read all	Make sure to read items marked with arrows (➡)
Additional Information	Browse; use with other documentation	Read all

What's New in This Release

With AppleWorks GS 1.1, you can take advantage of the following enhancements:

- ☐ Faster overall performance reflected in faster loading — each module loads in approximately 8 seconds — and improved screen updating that allows you to scroll more quickly through your documents.
- ☐ AppleWorks GS 1.1 runs under the new Apple IIGS System 5.0 software, allowing you to take advantage of the new System features.
- ◆ **System 5.0** As a convenience, Claris provides the new Apple IIGS System 5.0 software that you must have to run AppleWorks GS 1.1. You cannot use AppleWorks GS 1.1 with any earlier system software. Documentation for the many new features found in System 5.0 is available from your local Apple Authorized Dealer.
- ☐ Enhanced memory utilization and compatibility with 1.125 megabyte Apple IIGS computers (ROM 3).
- ☐ Improvements to the Spreadsheet result in faster recalculation.
- ☐ AppleWorks GS 1.1 allows you to open files created with AppleWorks 3.0 and earlier AppleWorks versions.
- ☐ A new graphic Control Panel that makes it easier to perform many routine tasks, including choosing a printer. See “The Control Panel” and “Choosing a Printer” later in this Update.
- ☐ You can create accents and diacritical marks used in foreign languages as well as a variety of special characters. See “Creating Accents, Diacritical Marks, and Special Characters” later in this Update.

AppleWorks GS 1.1 also incorporates these features:

- ☐ A database conversion utility allows you to easily convert previous version database files for use with AppleWorks GS 1.1. See “Using Previous Version Files” in the Database section.

- A memory test utility enabling you to test your memory expansion board before using AppleWorks GS. For information about using this utility, see “Testing Your Expansion Memory” later in this Update.
- A custom ImageWriter printer driver that improves printing speed.
- An empty database file that makes it easy for you to create 1-inch mailing labels. For information about using this sample file, see “Using the 1-inch Mailing Label Database File” later in this Update.
- Contains, Begins, and Ends functions have been added to the Database and Spreadsheet. For information about using these functions, see “Using the Contains, Begins, and Ends Functions” later in this Update.
- Special palettes that improve the importation of color graphics. These palettes are described in “Importing Color Graphics,” later in this Update.

Installation Instructions

Whether you're a new or experienced user of AppleWorks GS, you should follow these installation instructions. These instructions will occasionally ask you to read certain pages of *AppleWorks GS Getting Started*. Come back to this booklet after you've read and followed the instructions on those pages.

Registering Your Ownership

If you're not already an AppleWorks GS registered user, take a minute now to complete and mail the Claris™ Registration Card.

You'll find the Registration Card inside the disk envelope. As a registered licensee of AppleWorks GS, you will be notified of enhancements to this and other Claris products.

Claris provides full technical support to official registered licensees who respect its license agreement. Technical support cannot be provided, however, unless you send in the Registration Card.

If you're a new user of AppleWorks GS, read pages 3–6 of *AppleWorks GS Getting Started* for an overview of the AppleWorks GS program and documentation.

Revised Minimum Memory Requirements

➡ Apple recently began shipping Apple IIgs computers with changes to the read-only memory (ROM). These new ROM version 3 computers come standard with 1.125 megabytes of random-access memory (RAM). If you have one of these computers, you already have the minimum amount of memory needed to operate AppleWorks GS 1.1.

If you do *not* have this new ROM 3 computer, the minimum memory required for your system is 1.25 megabytes.

◆ **Important** If you have neither ROM 3 nor ROM 01, contact your Apple Authorized Dealer for assistance in upgrading.

To determine which ROM version you have, follow these guidelines:

1. **With the monitor on, place the AWGS.System disk in the startup drive.**
2. **Restart your computer.**
3. **Watch your monitor screen.**

The opening screen appears only very briefly so watch carefully. Three lines of text will appear at the bottom of your screen. The last line should read, "ROM Version 3" or "ROM Version 01." Pay particular attention to this last line. For convenient reference, write your ROM version number on the line below.

- ◆ **Important** If you are using AppleWorks GS with AppleShare, additional memory is recommended.

AppleWorks GS Disks

The following information documents changes to information given on pages 5, 8, and 10 of *AppleWorks GS Getting Started*.

AppleWorks GS 1.1 comes with four disks. These disks are as follows:

- ☐ The *AppleWorks GS System* disk (AWGS.System)
- ☐ The *AppleWorks GS Program* disk (AWGS.Program)
- ☐ The *AppleWorks GS Utilities* disk (AWGS.Utilities)
- ☐ The *AppleWorks GS Tools* disk (AWGS.Tools)

Naming Your AppleWorks GS Backup Disks

It's a good idea to make backup copies of your original AppleWorks GS disks. To do so, follow the instructions on pages 7–10 of *AppleWorks GS Getting Started*.

- ➡ When you are making backup copies of your disks, do not copy any System 5.0-based files with any system version earlier than 5.0. Using an earlier version will result in problems.

After creating these backup copies, you *must* rename all four copies with the names of the original disks.

Installation Instructions

For example, the original System disk is named AWGS.System. When you created the backup copy, you may have named the copy AWSystem.Copy. For the Installer to operate correctly, the disk *must* be renamed AWGS.System.

To rename the backup copies of the disks:

- 1. Restart your computer using the backup System disk.**
- 2. Select the backup System disk icon.**
- 3. Type the name AWGS.System.**
- 4. Press Return.**

Place each backup disk, one by one, in your floppy drive and rename it following the above procedure.

Initializing Blank Disks

Before you begin using AppleWorks GS, be sure to initialize the blank disks on which you'll save data. You cannot initialize disks from within the AppleWorks GS program.

To initialize disks, follow the instructions on pages 7–8 of *AppleWorks GS Getting Started*. Give your data disks distinguishing names such as AWGS.Data.

Removing the RAM Disk

➡ If you have an Apple IIgs computer with ROM version 3 and exactly 1.125 megabytes of memory (standard for this computer) or if you have a ROM 01 Apple IIgs computer with exactly 1.25 megabytes of memory, you cannot use a RAM disk. If the RAM disk icon appears on your desktop when you start up, as shown in figure 1, you must remove your RAM disk before starting AppleWorks GS.

For information on determining which ROM version you have see “Minimum Memory Requirements” earlier in this Update.

Figure 1
RAM disk icon on desktop

RAM disk icon



- ◆ **Important** If a RAM disk icon does not appear, you are not using a RAM disk and should skip to the next section.

To remove a RAM disk:

1. **Choose Control Panel from the Apple menu.**

The Apple IIgs graphic Control Panel appears.

2. **Click the RAM icon. (Click on the scroll arrows to see the entire list of options.)**

The controls for setting the RAM Disk and RAM Cache appear.

3. **Click the arrows on the RAM Disk control to change the setting to OK.**

- ◆ **RAM Cache** For the best performance of AppleWorks GS, the RAM Cache setting on the graphic Control Panel should be set to OK (no memory allotted) when using AppleWorks GS.

4. **Click the close box at the upper left-hand corner of the Control Panel to exit.**

5. **Turn off your computer.**

Installation Instructions

Testing Your Expansion Memory

6. Wait 10 seconds and then turn your computer on again.

The RAM disk icon no longer appears on the desktop.

➡ Now that you've copied the original AppleWorks GS disks and initialized blank disks, you should test the expansion memory in your Apple IIGS computer. Even though you may have successfully used other programs with your computer, don't take it for granted that your expansion board's memory is completely free of defects.

On the Utilities disk you'll find MemoryTest.CL, a utility that detects four cases in which expansion memory doesn't function properly. This utility tests for:

- ☐ chips that are missing or defective.
- ☐ chips that have been inserted in their sockets backwards.
- ☐ chips that are the wrong speed (slower than 150 ns).
- ☐ chips that are RAS before CAS (technical terminology for rows before columns); the Apple IIGS computer requires CAS before RAS, columns before rows.

◆ **Warning** If you are using a RAM disk, running this memory test utility will destroy the contents of your RAM disk. Be sure to copy any files you wish to save to another disk before running this utility.

Running the Memory Test Utility

To run the memory test utility:

1. **Place the AWGS.System disk in the startup drive, turn on your monitor, and turn on your computer.**
2. **If you are using a RAM disk, copy any files you wish to save from the RAM disk to another disk.**
3. **Place the AWGS.Utilities disk in your floppy drive.**
4. **Double-click MemoryTest.CL on the Utilities disk.**

5. Read the instructions that appear; to continue, press Y.

All 3.5-inch disks are ejected.

MemoryTest.CL runs two tests on your board's memory. The first test takes approximately 30 seconds. The second test takes approximately 10 minutes. If MemoryTest.CL discovers no problems with your board's memory, you will see this message:

```
Tests successfully completed: No bad memory
detected.
```

If no memory problems are found, turn off your computer, insert the System disk, and restart your computer.

You may want to test the memory for an extended length of time, for example, overnight. Once the test is running, you can press the R key to repeat the test continuously until you cancel it (see "Canceling the Memory Test Utility" below).

If MemoryTest.CL discovers cases in which memory does not function properly, you will see this message:

```
Bad memory detected at number.
```

Number is a hexadecimal address (the first address where bad memory has been detected).

If bad memory is detected:

- 1. Write down the hexadecimal number.**
- 2. Cancel the test by pressing ⌘-period (.).**
- 3. Turn off your computer.**

Installation Instructions

4. Do one of the following.

- ☐ For an Apple IIgs memory expansion card, take your computer to an Apple Authorized Dealer. Make sure that your Apple dealer uses version 3.1 or later of the Apple II Diagnostics disk to test the memory on your expansion board.
- ☐ For a non-Apple expansion card, contact the manufacturer or the dealer from whom you purchased your expansion memory.

◆ **Warning** Claris strongly recommends that you *not* handle the memory board yourself.

Canceling the Memory Test Utility

To cancel the test while it is running:

1. Press ⌘-period(.).
2. Turn off your computer using the on/off switch.
3. Insert the System disk.
4. Turn on your computer to restart.

Now you're ready to start AppleWorks GS.

Installing AppleWorks GS on a Hard Disk

➡ This section documents changes to the Installer used to install AppleWorks GS on a hard disk. Use the instructions given here in place of those on pages 15–16 of *AppleWorks GS Getting Started*.

◆ **System 5.0** As a convenience, Claris provides the new Apple IIgs System 5.0 software you must have to install and run AppleWorks GS 1.1. You cannot use AppleWorks GS 1.1 or the Installer with any earlier System software. Documentation for the many new features found in System 5.0 is available from your local Apple Authorized Dealer.

To install AppleWorks GS on a hard disk:

1. **Start up your computer using the AWGS.System disk.**

Make sure your hard disk is on.

- ◆ **SCSI Driver** If you see a message saying “SCSI device requires a driver...,” your hard disk will not appear on the desktop and you must prepare a SCSI startup disk by following the instructions in the next section, “Preparing a SCSI Startup Disk.” Then, restart your computer using the SCSI startup disk and return to step 2 in this section.

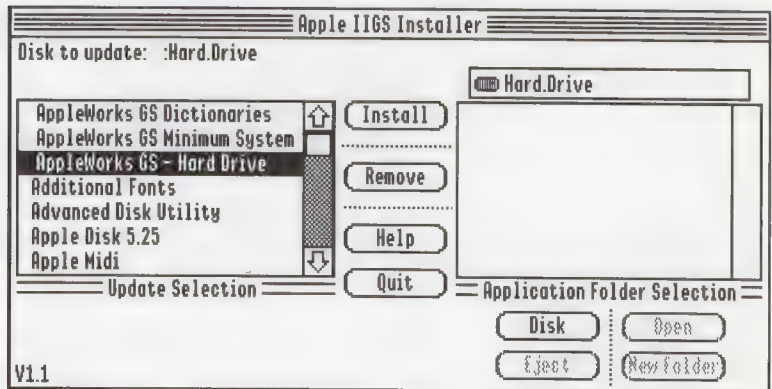
2. With the Finder desktop visible, place a copy of the AWGS.Utilities disk in an empty drive.

The Finder displays the Utilities disk icon on the desktop.

3. Open the Utilities disk and double-click the Installer icon.

The Installer screen appears, as shown in figure 2. The window on the left contains a list of updates (installer scripts). The window on the right shows the disk currently selected to receive the update.


Figure 2
The Installer screen




4. Select “AppleWorks GS-Hard Drive” and “Latest System Files” from the list on the left.

To select the two updates, click AppleWorks GS-Hard Drive. Then, scroll down the list to Latest System Files, hold down the ⌘ key, and click Latest System Files. You have selected AppleWorks GS-Hard Drive and Latest System Files.

Installation Instructions

5. **Hold down the  key and select AppleWorks GS Dictionaries if you want spell checking capabilities and a thesaurus.**

Doing this will allow you the convenience of storing your dictionaries and thesaurus on your hard disk for easy access. However, you can also keep them on a floppy disk and use them from that location.

6. **If you are using a SCSI startup disk, hold down the  key and select SCSI Hard Disk to install a SCSI driver.**
7. **Specify where you want to install these files.**

To install on a different disk, click Disk.

8. **Click Install.**

The Installer installs the files on the disk you specified, asking you to insert the appropriate disks when necessary.

9. **Click Quit to return to the Finder.**

You can now restart your computer using your hard drive. If necessary, go to the Control Panel to set the startup slot.

Preparing a SCSI Startup Disk

Many hard drives require SCSI (Small Computer System Interface) drivers. Because the AWGS.System disk does not contain a SCSI driver, you may have to prepare a SCSI startup disk in order to install AppleWorks GS on a hard drive that uses SCSI. If you saw the message, "SCSI device requires a driver..." when you tried to start up using the AWGS.System disk, you need to prepare such a disk.

The SCSI startup disk is used only once — to install AppleWorks GS and System 5.0 on your hard drive. The following steps show how to place a SCSI driver on a copy of your System disk for use during the installation process described in the previous section.

To prepare a SCSI startup disk:

1. **Make a copy of the AppleWorks GS System disk and name it SCSI.Startup.**

For instructions on copying the disk, see page 9 of *AppleWorks GS Getting Started*.

2. **Place a copy of the AWGS.Utilities disk in an empty drive.**
3. **Open the Utilities disk and double-click the Installer icon.**

The Installer screen appears. On the left is a list of updates (installer scripts). On the right is the name of the disk currently selected to receive the update.

4. **Scroll down the list on the left and select SCSI Hard Disk.**
5. **Select SCSI.Startup as the disk where you want to install the update.**

To change to a different disk use Disk and Eject as necessary.

6. **Click Install.**

The Installer installs a SCSI driver on the disk SCSI.Startup.

7. **Click Quit to return to the Finder.**

You can now restart your computer using the SCSI.Startup disk and continue with step 2 of “Installing AppleWorks GS on a Hard Disk” in the preceding section.

Starting AppleWorks GS

To start AppleWorks GS, follow the instructions on page 11 of *AppleWorks GS Getting Started*. If you are using a single disk drive, follow the instructions on page 14 of *AppleWorks GS Getting Started*.

➡ Once you have created and saved an AppleWorks GS document, you can start AppleWorks GS by double-clicking the document icon. Double-clicking a document icon loads the AppleWorks GS program and opens the document whose icon you have clicked. The program AWGS.INSTALL used in previous versions of AppleWorks GS is no longer necessary.

Installation Instructions

When double-clicking a document icon you may see the message "The application AppleWorks.GS can't be found for this document." If you are using a floppy drive, insert your AWGS.Program disk. If you are using a hard drive, cancel and start AppleWorks GS by clicking the application icon; next time, you will be able to double-click the document icon.

Additional Information

This section describes new features added since AppleWorks GS 1.0. It also modifies some of the information in your AppleWorks GS manuals and documents changes due to Apple IIGS System 5.0 software.

This section follows the structure and order of the *AppleWorks GS User's Guide* and *AppleWorks GS Reference*. The topics appear as follows:

- ☐ General AppleWorks GS information, including printing
- ☐ Word processing
- ☐ Database
- ☐ Spreadsheet
- ☐ Graphics
- ☐ Page layout
- ☐ Communications

New users should browse through this information before reading the AppleWorks GS documentation and before using AppleWorks GS. If you find a topic that interests you, we recommend that you read about it in the *AppleWorks GS User's Guide* or *AppleWorks GS Reference* manual before you read the information in this Update. Come back to this information once you understand the concept.

Experienced AppleWorks GS users should read all of this information to understand the new features and how to use them. In addition, some sections of the original documentation have been changed, expanded, or clarified.

AppleWorks GS General Information

This section provides information that you will find helpful whenever you use AppleWorks GS.

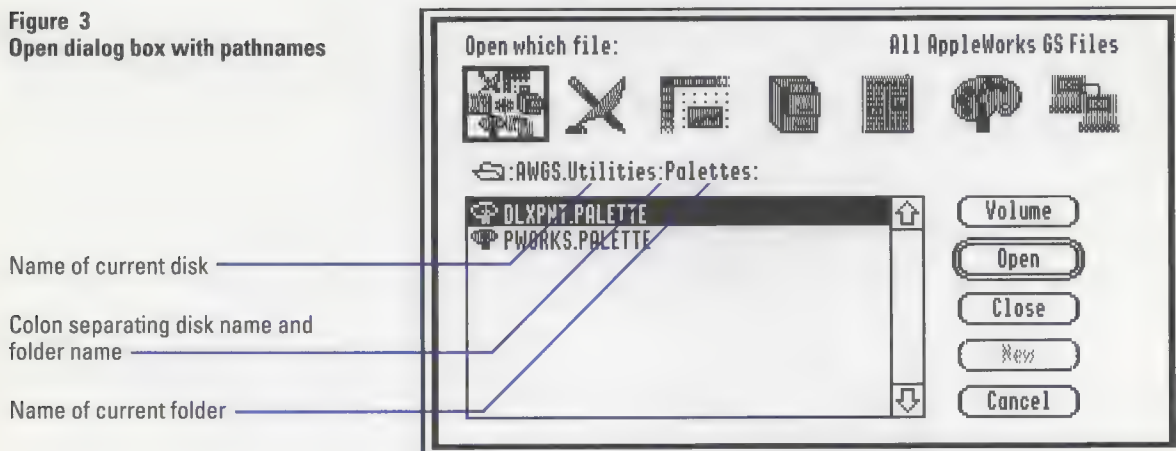
Pathnames

System 5.0 uses colons (:) to separate the disk names, folder names, and file names that constitute a pathname. Previous versions of the system used slashes (/). This only affects the appearance of pathnames; nothing else is changed.

Additional Information

AppleWorks GS automatically creates pathnames. You do not need to type them while using any of the modules. For example, compare the Open dialog box shown in figure 3 with the Open dialog box shown on page 10 the *AppleWorks GS User's Guide*.

Figure 3
Open dialog box with pathnames



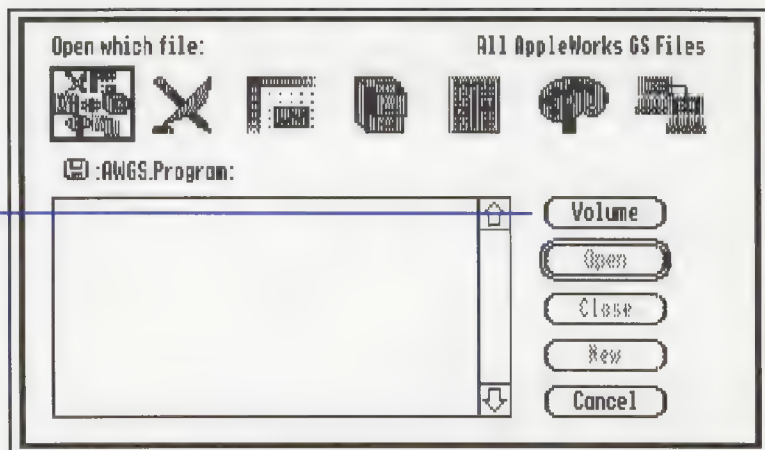
The dialog boxes for the Open, Save As, Delete, and Import commands give the pathname above the directory. The illustrations in the *AppleWorks GS User's Guide* and *AppleWorks GS Reference* show the pathname with slashes, although those dialog boxes appear on your screen with colons. You still use the dialog boxes exactly as described in those manuals.

Disk/Volume

Certain dialog boxes shown in *AppleWorks GS User's Guide* and *AppleWorks GS Reference* contain a Disk button used for changing disks. With AppleWorks GS 1.1, many of these buttons have been changed to Volume. Disk and volume mean the same thing and you can follow the instructions as given in the manuals, clicking Disk when you are instructed to click Volume or Volume when instructed to click Disk. See figure 4.

Figure 4
Click Volume instead of Disk

Click to change disks



Preloading AppleWorks GS Modules

This section updates information given about the Configure command on page 3 of *AppleWorks GS Reference*.

Because of certain changes due to System 5.0, you may find that if you have the minimum memory required, you cannot preload more than three or four modules using the Configure command. However, AppleWorks GS 1.1 starts up more quickly under System 5.0 and, as you open new or existing documents, AppleWorks GS loads the module you need in just a few seconds.

If you have set Configure to load more modules than memory can handle, simply deselect the icon of the module you use less frequently.

The Control Panel

The Apple IIGS System 5.0 software includes a new graphic Control Panel. This Control Panel can be entered with ease by choosing Control Panel from the Apple menu. In addition to its improved interface and ease of access, the graphic Control Panel displays settings for several new features available with System 5.0. Some of those new features are described in this Update, but for a complete guide to the graphic Control Panel, refer to the *Apple IIGS System Software User's Guide Version 5.0*.

Additional Information

The following instructions supplement those found on pages 231-232 of *AppleWorks GS Reference*.

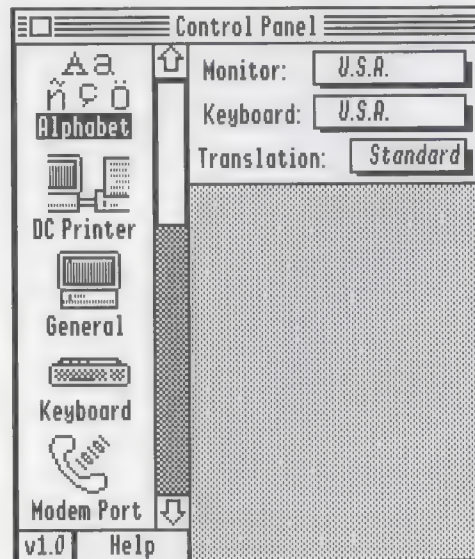
- ◆ **Experienced Apple IIgs Users** The old Control Panel still exists and you can use it as described on those pages.

To enter the Control Panel:

- **Choose Control Panel from the Apple menu.**

The graphic Control Panel appears, as shown in figure 5.

Figure 5
The Control Panel



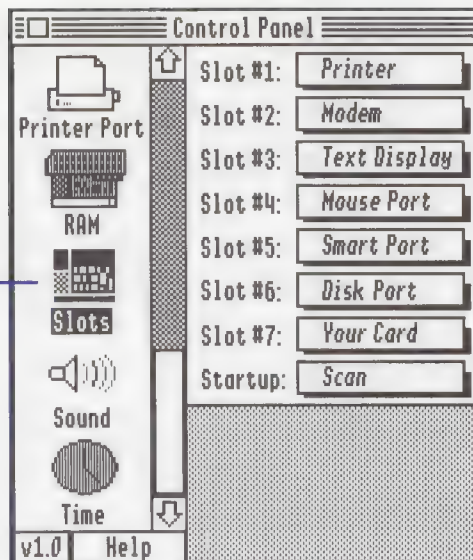
To select Control Panel options and change settings:

1. **Press on the scroll arrows or drag the scroll box until you see the icon for the option you want.**
2. **Click the icon.**

The settings for that option appear on the right side of the Control Panel. For example, if you clicked Slots, the Control Panel would look like figure 6.

Figure 6
The Control Panel

The Control Panel with Slots
selected



3. Make the changes you want to the settings.
4. Click the close box at the upper-left corner of the Control Panel to return to AppleWorks GS.

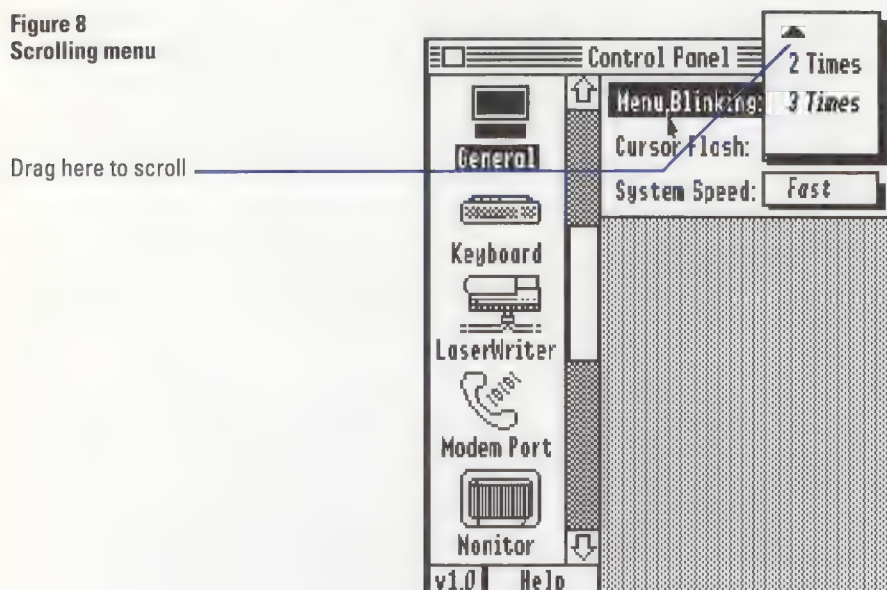
◆ **On-screen Help** Help is available for the Control Panel. To use it, select the option you want to know about and then click Help, which is located below the list of options.

Creating Accents, Diacritical Marks, and Special Characters

You can add accents or diacritical marks to certain characters by using the Option key.

Option-`	` grave accent
Option-e	´ acute accent
Option-i	^ circumflex
Option-u	¨ umlaut
Option-n	~ tilde

Figure 8
Scrolling menu



Installing Printers

The AppleWorks GS System disk contains one printer driver — ImageWriter.CL. (ImageWriter.CL, a special driver developed by Claris, works better with AppleWorks GS than the standard ImageWriter driver.) Before you can use AppleWorks GS with any printer other than an ImageWriter, you must install the proper printer driver.

3.5-Inch Disk Users

- ◆ **Network printers** If you are installing a printer to be used on an AppleShare network, see “Using AppleWorks GS with AppleShare” later in this Update.

To install a printer driver on a 3.5-inch disk:

1. **Make a second copy of your original AWGS.System disk and name it AWGS.System2.**

For instructions on copying the disk, see page 9 of *AppleWorks GS Getting Started*.

Additional Information

2. Place a copy of the AWGS.Utilities disk in an empty drive.

3. Open the Utilities disk and double-click the Installer icon.

The Installer screen appears. On the left is a list of updates (installer scripts). On the right is the name of the disk currently selected to receive the update.

4. If you are installing a LaserWriter or other AppleTalk printer, select AppleWorks GS Minimum System update from the list on the left. If you are installing a direct-connect printer go to step 7.

Because System 5.0 occupies so much disk space, some files must be *removed* to make room for the AppleTalk printer drivers. AppleWorks GS Minimum System does this. The primary consequences of using a minimum system disk are as follows:

- ☐ You will not be able to run any ProDOS 8 applications using the disk as a startup disk.
- ☐ The graphic Control Panel options are limited, so in many cases you need to use the text Control Panel.

5. Select AWGS.System2 as the disk to receive the update.

To change to a different disk use Disk and Eject as necessary.

6. Click Remove.

The update removes files from AWGS.System2, asking you to insert the the appropriate disks where necessary.

7. Select the printer driver you want from the list on the left.

8. Select AWGS.System2 as the disk where you want to install the driver.

To change to a different disk use Disk and Eject as necessary.

9. Click Install.

The Installer installs the printer driver, asking you to insert the appropriate disks when necessary.

10. Click Quit to return to the Finder.

The name of the printer and any printer interfaces installed with the printer now appear in the Control Panel when you restart your computer using the new disk. Printers can be selected as described in the following section, “Choosing a Printer.”

Hard Disk Users

To install printer drivers on a hard disk:

1. With the Finder desktop visible, place a copy of the AWGS.Utilities disk in an empty drive.

The Finder displays the Utilities disk icon on the desktop.

2. Open the Utilities disk and double-click the Installer icon .

The Installer screen appears. On the left is a list of installer scripts. To the right is the name of the disk currently selected to receive the update.

3. Click the printer you want to install.

There are often two choices for a printer — Direct Connect and AppleTalk. Click the one you need.

4. Select your hard disk as the disk where you want to install the printer driver.

Click Disk as necessary.

5. Click Install.

The Installer installs the driver in the System Folder on your startup disk, asking you to insert the appropriate disks when necessary.

6. Click Quit to return to the Finder.

The name of the printer and any printer interfaces installed with the printer now appear in the Control Panel when you restart your computer. Printers can be selected as described in the following section, “Choosing a Printer.”

Additional Information

Choosing a Printer

These instructions replace those found on page 15 of *AppleWorks GS User's Guide* and pages 13-14 of *AppleWorks GS Reference*.

To choose a printer:

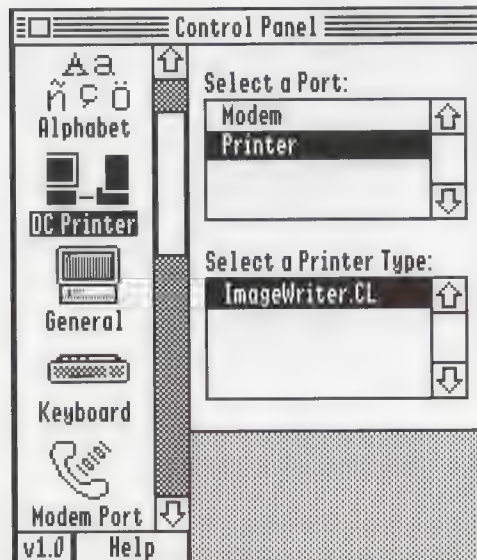
1. **Enter the Control Panel and select the icon that corresponds to the printer you want to use.**

DC Printer corresponds to any printer connected directly to your computer. You see two lists, one of printer types and one of printer ports, as shown in figure 9.

If you select a different icon, for example LaserWriter, you see the selection options for that type of printer on the right. If you are using a LaserWriter or other network printer, your Apple IIGS must be configured to support AppleTalk, as described in the following section, "Using AppleTalk."

For more information on how to use the Control Panel see "The Control Panel" earlier in this section.

Figure 9
Choosing a printer



- 2. Select the desired options.**

Use the scroll arrows as necessary to see all the names.

- 3. Click the close box to save your settings and return to AppleWorks GS.**

For more information on setting up your printer for use with AppleWorks GS see appendix A, “Special Installation Information,” in *AppleWorks GS Reference*.

Using AppleTalk

If you are using a LaserWriter or other network printer you must configure the Control Panel to use AppleTalk. This section describes how to do that using the graphic Control Panel. Please also read pages 233-235 in *AppleWorks GS Reference*, which describe how to use the text Control Panel and give some additional information.

- 1. Enter the Control Panel and select the Slots icon.**

For more information on how to use the Control Panel see “The Control Panel” earlier in this section.

- 2. If your AppleTalk cable is connected to the printer port, press Slot #1 and select Your Card from the pop-up menu (ROM version 3 users select AppleTalk); if it is connected to the modem port, press Slot #2 and select Your Card from the pop-up menu (ROM version 3 users select AppleTalk).**
- 3. Press Slot #7 and select AppleTalk from the pop-up menu. (ROM version 3 users skip this step.)**

See figure 10a and b.

Additional Information

Figure 10a
ROM 01 machine
Selecting AppleTalk in the
Control Panel

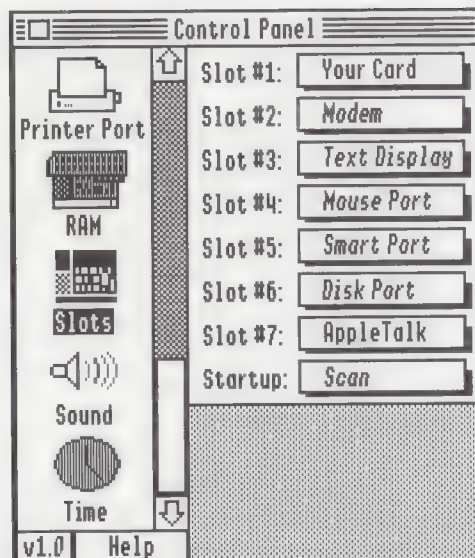
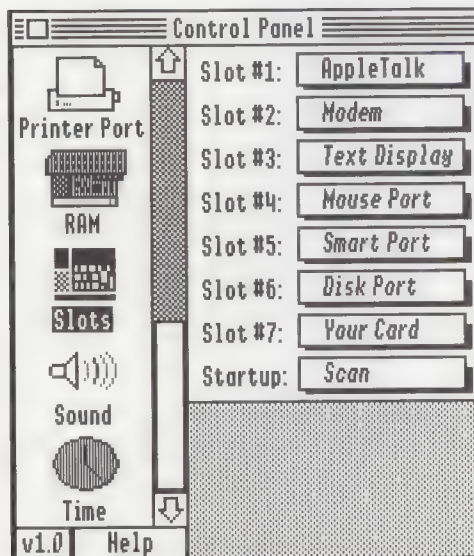


Figure 10b
ROM 03 machine
Selecting AppleTalk in the
Control Panel



4. Click the close box to exit the Control Panel.
5. Restart your computer.

The changes you made now take effect.

Printing Your Documents

The ImageWriter printer offers three printing modes: Draft, Better Color, and Better Text. This section explains the different printing modes and their uses.

Draft mode prints a document quickly but at a lower quality. Use Draft mode when you want to print a document quickly and review the content, not the format, of your work. For best results when printing in Draft mode, use a 12-point font.

Better Color prints a document with the correct fonts and formats. You can use Better Color to print your black-and-white documents too. In fact, you'll probably find that the quality of the Better Color mode is acceptable for most jobs. The Better Color mode prints approximately twice as fast as the Better Text mode.

Better Text is the highest quality print option. If you require high-quality output, use Better Text to print your final copy.

For more information about printing your documents, see pages 14, 16, and 17 and of the *AppleWorks GS User's Guide* and "Choosing a Printer" earlier in this Update.

Canceling Printing

You can cancel printing at any time. To do this:

■ Press ⌘-period (.,).

Press and hold the ⌘ key and then press the Period key.

Using Non-Apple Printers

AppleWorks GS supports the following Apple printers:

- ☐ ImageWriter
- ☐ ImageWriter LQ (9-pin mode)
- ☐ LaserWriter

Additional Information

AppleWorks GS operates under System software (GS/OS) produced and provided to Claris by Apple Computer, Inc. In addition to drivers for the printers mentioned above, GS/OS contains an Epson printer driver. This driver supports some (but not all) combinations of Epson printers and parallel interface cards. To see whether your Epson printer and interface card work with this driver (and with AppleWorks GS), select the Epson driver and print a test document. For information on installing the Epson driver, see “Installing Printers” earlier in this Update.

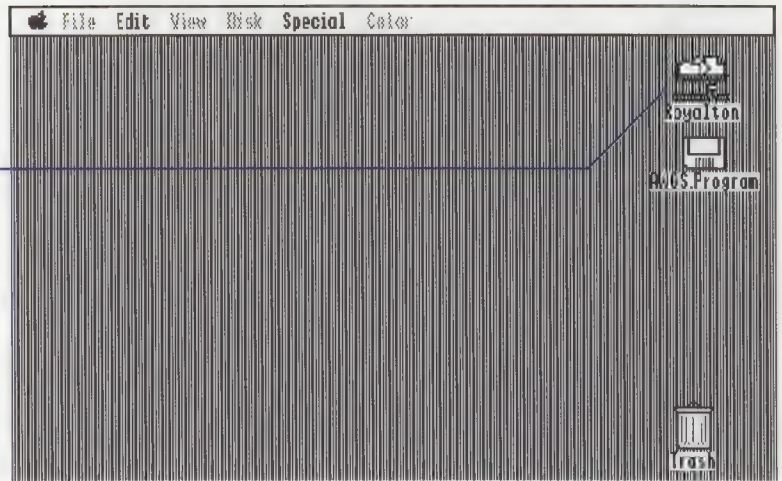
Using AppleWorks GS with AppleShare

If you are using AppleWorks GS on a computer that is part of an AppleShare network, you can open and save AppleWorks GS files on the file server. However, in order to have access to the file server you must first install AppleShare. This is easily done using the Installer utility.

After you install AppleShare, the AppleShare icon appears in the Control Panel. When you want access to a file server, enter the Control Panel and select the AppleShare icon. Give your password, as requested. (If you don't have a password, talk to your System Administrator.) Quit the Control Panel and you will see the file server icon on the desktop, as shown in figure 11. (In some networks, the file server icon may appear automatically on your desktop.)

Figure 11
The file server icon on the GS
desktop

File server



You can now open the file server icon as you would any other disk icon and choose the file you want. You will also be able to select the file server in the Open, Save, Import, and Delete dialog boxes from within AppleWorks GS.

If you save an AppleWorks GS document on the file server, use the GS/OS naming conventions you normally use. In saving a document, you may see this message: “Error saving this file: The pathname has changed or is now in error.” If you do, rename your file to conform to the GS/OS naming conventions. Refer to your *Apple IIGS Owner’s Guide* for information on the GS/OS naming conventions.

- ◆ **Not multi-launch** AppleWorks GS 1.1 is not multi-launch; in other words, you cannot put AppleWorks GS 1.1 on the file server and use it from any computer on the network. Each computer must have its own copy of AppleWorks GS 1.1. (If you have a network with many users, you may want to obtain a site license from Claris. For information call Claris Customer Relations at (408) 727-8227.)

Additional Information

3.5-Inch Drive Users

Since AppleShare must be installed on the startup disk, you need an AWGS.System disk reconfigured to hold AppleShare. A special Installer script installs AppleShare and the System files necessary to run AppleShare and AppleWorks GS.

To install AppleShare on a 3.5-inch startup disk:

1. Initialize a blank disk and name it AppleShare.

- ◆ **Single drive users** This procedure requires a great deal of disk swapping. Using two 3.5-inch disk drives is strongly recommended.

You will notice the following changes when running AppleWorks GS from an AppleShare 3.5-inch startup disk:

- ☐ Three fonts are available: Geneva 12, Shaston 8, and Shaston 16.
- ☐ You need to use the text Control Panel for everything except AppleShare and RAM. Instructions for using the text Control Panel are given on page 231 of the *AppleWorks GS Reference Guide*.

You may want to keep System 5.0 on the file server and have your Apple IIGS start up automatically over the network. See *AppleTalk Network User's Guide* or your System Administrator for more information .

For instructions on how to initialize a blank disk see page 7 of *AppleWorks GS Getting Started*.

2. With the Finder desktop visible, place a copy of the AWGS.Utilities disk in an empty drive.

The Finder displays the Utilities disk icon on the desktop.

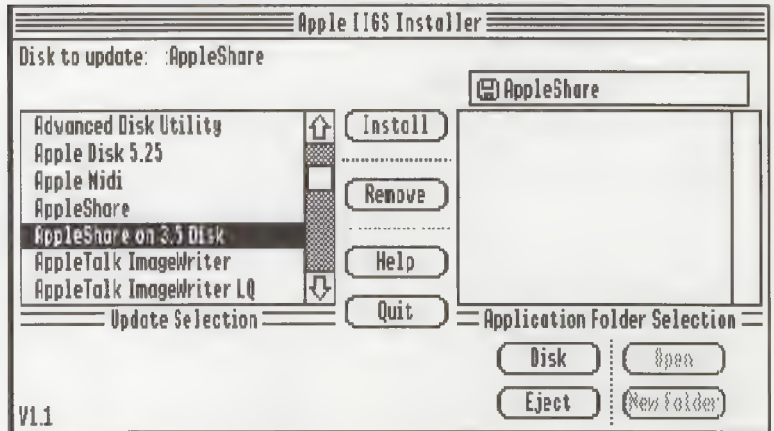
3. Open the Utilities disk and double-click the Installer icon.

The Installer screen appears. On the left is a list of installer scripts. On the right is the name of the disk currently selected to receive the copied information.

4. **Select AppleShare on a 3.5 Disk from the list on the left.**

Use the scroll bar as necessary to view the entire list. See figure 12.

Figure 12
Installing AppleShare



5. **Select the AppleShare disk as the disk where you want to install AppleShare.**

To change to a different disk, use the Eject and Disk buttons as necessary.

6. **Click Install.**

The Installer installs AppleShare and necessary System files, asking you to insert the appropriate disks when necessary.

7. **Printer drivers have not yet been installed. If you want to use a printer (other than a LaserWriter) select the appropriate update from the list on the left.**

- ◆ **LaserWriter** The process of installing a LaserWriter with AppleShare on a 3.5-inch disk differs from the one described here and has consequences you need to be aware of. See your System Administrator or the *AppleTalk Network User's Guide for the Apple IIgs* for more information.

Additional Information

8. Select the AppleShare disk as the disk where you want to install the update and click Install.

9. Click Quit to return to the Finder.

AppleShare is now installed on your disk, along with a printer driver if you installed one. When you start up your computer using this disk, you will find the AppleShare icon in the graphic Control Panel.

◆ **AppleTalk** When you restart your computer you may see a message requesting that you install AppleTalk. Follow the instructions in “Using AppleTalk” earlier in this Update.

Hard Drive Users

To install AppleShare:

1. With the Finder desktop visible, place a copy of the AWGS.Utilities disk in an empty drive.

The Finder displays the Utilities disk icon on the desktop.

2. Open the Utilities disk and double-click the Installer icon.

The Installer screen appears. On the left is a list of installer scripts. On the right is the name of the disk currently selected to receive the copied information.

3. Select AppleShare from the list on the left.

Use the scroll bar as necessary to view the entire list.

4. Select your hard disk as the disk where you want to install AppleShare.

5. Click Install.

The Installer installs AppleShare and necessary System files, asking you to insert the appropriate disks when necessary.

.....

6. Click Quit to return to the Finder.

AppleShare is now installed on your hard disk. When you start up your computer you will find the AppleShare icon in the graphic Control Panel.

- ◆ **AppleTalk** When you restart your computer you may see a message requesting that you install AppleTalk. Follow the instructions in “Using AppleTalk” earlier in this Update.

Using the Hot-Copy Feature

The following information supplements the information on page 35 of the *AppleWorks GS User's Guide*.

As an alternative to using the Copy and Paste commands in the menu bar, you can use the hot-copy feature. This feature quickly copies text or graphics within a window or between windows and even between AppleWorks GS modules. For example, use the hot-copy feature to paste a graphic into a page layout document.

To use the hot-copy feature:

1. **Make sure both the window containing your information and the window into which you want to copy the information are displayed on the desktop.**
2. **Activate the window containing the information you wish to copy.**
3. **Select the text or graphic you want to copy.**
4. **Press and hold the Control key, then drag the text or graphic into the other window.**

As you drag, the pointer changes to a bolt of lightning.

5. **Release the mouse button to paste the information in the new window.**

You can also use the hot-copy technique to copy and paste information within a single window.

Additional Information

To learn more about using the Copy and Paste commands, see “Using the Clipboard” on pages 26–27 of the *AppleWorks GS User’s Guide*.

Deleting Files

This information supplements that given on page 19 of *AppleWorks GS User’s Guide* and page 11 of *AppleWorks GS Reference*. With AppleWorks GS 1.1 it is possible to delete several files at a time or an empty folder from within any AppleWorks GS module.

To delete several files or an empty folder:

1. Choose Delete File from the File menu.

A dialog box appears with a directory of files and folders.

2. Press and hold the Apple key while clicking the names of the files you want to delete.

You can delete an empty folder. However, if a folder contains files, you must open it and ⌘-click each filename individually.

To remove a name, click it again.

If the name of a file is not listed, you can do any of the following:

- ☐ Scroll through the list of file names.
- ☐ Open the folder that contains the file.
- ☐ Click Volume to see the files on another drive.

3. Click Delete to delete the files.

An alert box appears asking you to confirm the deletion for each file. Click “Yes” to delete the file or “No” if you have changed your mind. Press “Cancel” to stop the process. Files not yet deleted will remain where they were.

Using Other Software

Many software vendors use modified versions of system software. These versions are frequently incompatible with the standard Apple System found on your AWGS.System disk. If you've been using other software applications and AppleWorks GS does not seem to be working properly, you should start up your computer using the AWGS.System disk, as follows:

1. **Quit the application.**
2. **Restart your computer using the AWGS.System disk.**
3. **Start the AppleWorks GS program as you usually do.**

Identifying the Beach Ball Cursor

Sometimes you'll see a revolving, colored cursor called the *beach ball* cursor. The beach ball cursor lets you know that AppleWorks GS is performing a lengthy operation. For example, you'll see the beach ball when you are importing a large AppleWorks file. The beach ball remains on the screen until AppleWorks GS has finished importing the file.

Customizing Your 3.5-inch Startup Disk

Your AppleWorks GS System disk comes with some space reserved for adding a printer driver or fonts. However, space is limited and if you have several additional items you wish to add to your disk, for example desk accessories, you may run out of room.

Claris has prepared a list of files that can be removed from the System disk to make room for your custom additions. Table 1 shows what files may be removed, how much disk space is gained, and what the consequences are.

Note that desk accessories reduce the amount of random access memory (RAM) available to AppleWorks GS.

- ◆ **Warning** Never make changes to your original AWGS.System disk and backup copy.

Additional Information

Table 1
Removing files from
AWGS.System disk

File Name	File Size	Consequences of Removal from System disk
System:Drivers		
AppleDisk5.25	7.0K	Cannot use 5.25" disk drive.
ImageWriter.CL	24.0K	Cannot use ImageWriter printer.
Modem	3.0K	Cannot use a modem through the Modem Port.
System:Fonts		
	Varies by font	Cannot use removed fonts. Font.Lists, Geneva.9, Geneva.12, Monaco.9, New.York.12, and New.York.24 should not be removed as these are required by AppleWorks GS.
System:CDevs		
	Varies by CDev	Cannot use graphic Control Panel to access removed items. Text Control Panel can still be used. Alphabet, CDEV.DATA, Direct Connect, General, and RAM should not be removed.
P8	16.0K	ProDOS 8; cannot run ProDOS 8-based applications (e.g., AppleWorks 3.0) from this System disk.
System:Tools		
Tool025	7.0K	Note Synthesizer; not required by AppleWorks GS.
Tool026	5.0K	Note Sequencer; not required by AppleWorks GS.
Tool029	3.0K	Audio Compression and Expansion; not required by AppleWorks GS.
Tool034	37.5K	TextEdit; not required by AppleWorks GS.

Word Processing

Setting Top and Bottom Margins

This information supplements the documentation on creating headers and footers on pages 78–83 of the *AppleWorks GS User's Guide*.

When you create a new word processing document, it has no top or bottom margins set. You must create top and bottom margins separately in their own windows. To do this, you must insert blank lines in the headers and footers of the document, as follows:

- 1. Choose View Header or View Footer from the Document menu.**
- 2. Press Return to insert a blank line.**

Continue pressing Return until you have the number of blank lines you want. You can insert up to six lines when using a 12-point font.

- 3. Choose Normal View from the Document menu.**

You now have a top or bottom margin specified by the number of blank lines in the header or footer. Repeat steps 1 through 3 until you are satisfied with the margins.

Database

Using Previous Version Files

AppleWorks GS 1.1 stores database documents with a different format than previous versions. Therefore, earlier AppleWorks GS database files must be converted into the new format before you can use them with AppleWorks GS 1.1.

You can easily convert your old AppleWorks GS database documents with the DBConvert utility found on the AWGS.Utilities disk.

To convert database documents to AppleWorks GS 1.1 format:

- 1. With the Finder desktop visible, place a copy of the AWGS.Utilities disk in an empty drive.**

The Finder displays the Utilities disk icon on the desktop.

Additional Information

2. Double-click the Utilities disk icon .

A window containing icons for all the files on the Utilities disk appears.

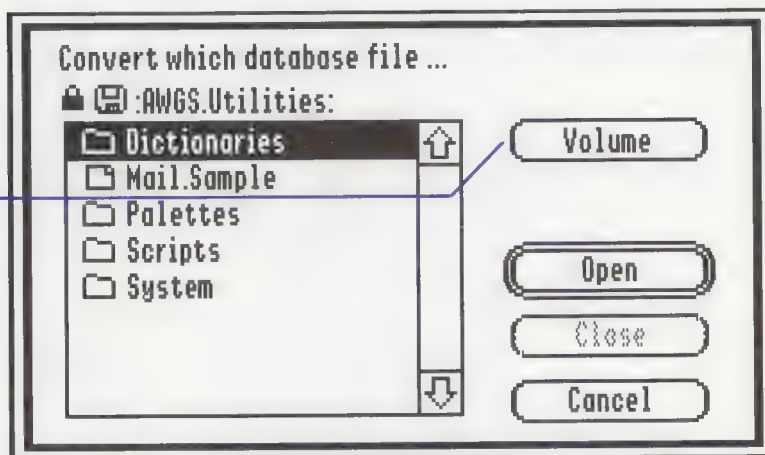
3. Double-click the DBConvert icon.

A dialog box appears asking you to choose which database file to convert, as shown in figure 13.

You may need to click Volume or open folders to see the files that you want to convert.

Figure 13
The Convert dialog box

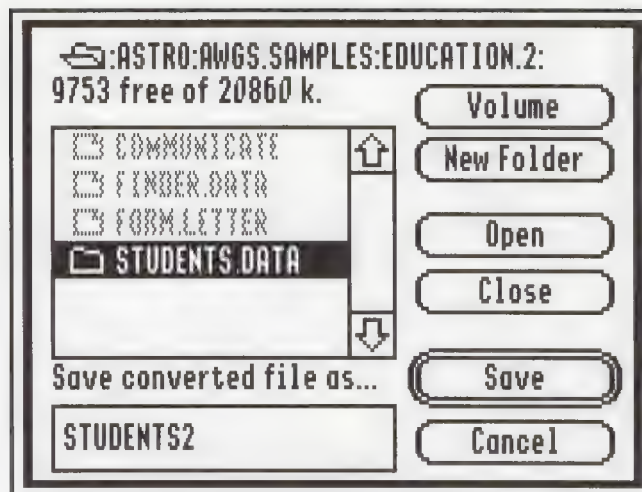
Click here to change disks



4. Select the name of the file to be converted, and then click Open.

A dialog box appears showing you the proposed name for the new, converted file. AppleWorks GS gives the file the same name as the old file with a 2 appended, as shown in figure 14. If you wish, you can type in a new name using the GS/OS guidelines for document names.

Figure 14
Naming the converted file



5. Click Save to save the file.

The file is converted and saved on the disk. An alert box tells you that the file was successfully converted.

6. To convert another file, select Convert from the File menu; otherwise, choose Quit from the File menu.

Using the 1-inch Mailing Label Database File

On the AWGS.Utilities disk, you'll find a database file, Mail.Sample, that you can use to create 1-inch mailing labels. For general information on producing mailing labels, see pages 148–150 of the *AppleWorks GS User's Guide*.

If you want to create your own database and then create a template for mailing labels, perhaps 2-inch mailing labels, see “Creating and Using Templates” later in this Update.

To use the Mail.Sample file to create a database:

1. Start the AppleWorks GS program and open the Mail.Sample file.

The definition screen shows you how the information is arranged on the label.

Additional Information

2. Choose Show List from the Template menu.

3. Choose Display Marked Fields from the Organize menu.

You will know that it is selected by the check mark that will be next to the menu item.

The fields for FirstName and LastName appear.

4. Click the FirstName field in the first row and begin typing the information for your mailing labels, pressing the Tab key to move to the next field.

Notice that a FullName field is automatically created for you as you enter FirstName and LastName. For information about how the FullName field is created, see “Using the Concat Function to Combine Information” later in this Update.

5. Press Return to move to the cell for the first entry in the next record.

6. When you have finished entering information, choose Save As from the File menu.

Remember to use Save As instead of Save so that the original sample file can be used again to create another database.

7. Choose Display Marked Fields from the Organize menu to deselect this menu item.

The FirstName and LastName fields disappear from the mailing label.

Printing Mailing Labels

In general, follow the instructions on page 151 of the *AppleWorks GS User's Guide* to print mailing labels. If you're using an ImageWriter printer, however, follow the instructions below. The procedure for printing mailing labels from the AppleWorks GS database on the ImageWriter printer is different from that described on page 151 of the *AppleWorks GS User's Guide*.

To print mailing labels on the ImageWriter:

- 1. Enter the Control Panel and select a printer (see "Choosing a Printer" earlier in this Update).**
- 2. Choose Page Setup from the File menu.**
- 3. Select US Letter, Condensed, and No Gaps Between Pages, then click OK.**
- 4. Choose Show Definition from the Template menu to enter the definition dialog box.**
- 5. Set the header to 0 inches by dragging the header tag, represented by the letter *H*, to the top of the screen (the 0-inch marker on the ruler).**
- 6. Set the footer to 0 inches by dragging the footer tag, represented by the letter *F*, to the 11-inch marker on the ruler.**
- 7. Arrange the fields in the desired order.**
- 8. Set the body to the length of your mailing label by dragging the body tag, represented by the letter *B*, to the appropriate ruler setting.**

For example, if the label is 2 inches in height, drag the body tag to the 2-inch marker on the ruler. To locate the body tag, click the down arrow in the scroll box at the lower right-hand corner of the screen.

- 9. Click the Form box at the lower left-hand corner of the screen to go to the Form view.**

Otherwise, you will print the form definition box, not the labels.

- 10. Choose Display Preferences from the Template menu.**
- 11. Select "Multiple records per form page" and click OK.**
- 12. Choose Print from the File menu.**
- 13. Select Better Text and 1 copy, then click OK.**

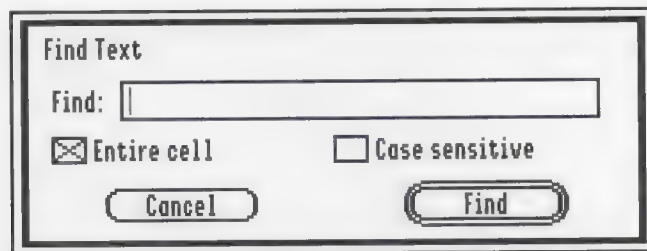
Additional Information

Printing labels with Better Text selected uses the full graphics capabilities of AppleWorks GS. However, it will take longer to print labels in Better Text than in Better Color mode.

Finding Text

The Find Text dialog box shown on page 127 of *AppleWorks GS User's Guide* and page 73 of *AppleWorks GS Reference* has been changed. When you choose Find from the Organize menu, you will see the dialog box shown in figure 15.

Figure 15
Find Text dialog box



If you click "Entire cell," AppleWorks GS finds those cells that contain only the text as typed in the Find box.

A new keyboard command has been added to AppleWorks GS 1.1. Now, instead of choosing Find from the Organize menu, you may press ⌘-F and the Find Text dialog box will appear. Press ⌘-G , Find Next, when you want the application to find the next instance of your text.

Using the Concat Function to Combine Information

The information in this section expands on the information found on pages 246 and 253 of *AppleWorks GS Reference*.

You can use the Concat function in a new field to combine information from one or more existing text fields. For example, you may want to create a field containing a full name when you already have fields containing first and last names.

To use the Concat function:

1. Add a text field to the form.

See pages 100–101 of the *AppleWorks GS User's Guide* for more information about adding a field.

2. Enter the name of the field in the Select Field Type dialog box and click OK.

3. With the field selected, choose Field Formula from the Edit menu.

4. In the dialog box that appears, enter the following formula (assuming your existing fields are called FirstName and LastName):

```
Concat ([FirstName], " ", [LastName])
```

Note that we've inserted a space between the double quotes to separate the first name from the last name. If you omit the space between the double quotes, the names will run together.

For more information on modifying and entering formulas, see pages 112–113 of the *AppleWorks GS User's Guide*.

Creating and Using Templates

The information in this section expands on the information found on pages 140–141 of the *AppleWorks GS User's Guide*.

You can create your own database templates when you want to use the data in a database for more than one purpose.

For example, suppose you are creating a subscriber list for a magazine. Your database probably contains some of the following fields:

LastName	Address	Zip
FirstName	City	AreaCode
MiddleInitial	State	PhoneNumber

Additional Information

When the data entry format looks the way you want, save the database. (You've probably been saving all along; with this final save, your database format is complete.) When you save the database, AppleWorks GS saves not only the data, but the format (including label fields, discussed later in this Update, and computed fields) and any report format you may have specified also.

Now suppose you want to use the information in your database document to create mailing labels. You can alter the format to create mailing labels and save the new format as a template.

You probably want to arrange the fields on the mailing label in a way different from the way you arranged the fields for data entry; you may not use some fields at all. In particular, you might want to arrange the fields this way:

FirstName LastName
Address
City, State Zip

You can set up a template to arrange the fields as shown above. To create a template for a database:

- 1. Create and save a new database or open an existing database.**
- 2. Modify the form and/or report format as desired.**

In our example, you would create a form for a mailing label.

- 3. Choose Save Template from the Template menu to save your template.**

Give this template an appropriate name to differentiate it from other templates you may create.

- ◆ **Warning** Do not choose Save from the File menu. If you did, you would overwrite the original data entry format with the mailing label format. The original format would be lost.

When you want to use your template:

1. **Open your database document to display the database.**
2. **Choose Open Template from the Template menu.**

◆ **Important** If you later change or delete any of the fields used in your database document template, you will not be able to open the template. You must create a new template using the modified database.

You can use a template with a database document as long as all the fields in the template are present in the existing database document. Template and database fields must have the same field names and must be defined as the same field types. If some fields in the database document are not present in the template, AppleWorks GS will mark the fields and turn off their display.

Sorting information is stored with the database, not with the template. This means that you can't specify a different sort order in a template than the one you specified in the database document.

Using Label Fields

This information supplements the information found on pages 114–115 of the *AppleWorks GS User's Guide*.

When creating a form, use label fields to identify the fields for the user of the form as well as to add titles and other information to the form. For example, in a form requiring the entry of a first and last name, you might want to place the labels “First Name” and “Last Name” to the left of (or above or below) the data entry fields, as shown in figure 16.

Additional Information

Figure 16
Fields on a form

EMPLOYEE INFORMATION

First Name	John	Last Name	Smith
Starting Date	9/ 4/88	Starting Salary	\$25,000
		Sales Region	Western

List

You can also use label fields to add titles to your form. For example, in the form shown in figure 16, "EMPLOYEE INFORMATION" is a label field (without a data entry field).

Using the Contains, Begins, and Ends Functions

The Contains, Begins, and Ends functions have been added to the database and spreadsheet. These functions are not case sensitive.

The syntax for these functions is as follows:

```
Contains(searchtext, text)
Begins(searchtext, text)
Ends(searchtext, text)
```

where *searchtext* is the string for which you are searching and *text* is the string in which *searchtext* is to be found.

You can use these functions to match records in the database. Use the Contains function when you want to find all the records that contain certain letters or numbers somewhere within the record. For example, to find all the records that contain the letters son in the LastName field, you would enter the formula:

```
Contains("son", [LastName])
```


In this example, the following last names would be selected from your database: Johnson, Sonnichsen, and Cassandra.

Use the Begins function when you want to find all the records that begin with specific letters or numbers. For example, to find all records that begin with the letters *son* in the LastName field, you would enter the formula:

```
Begins("son", [LastName])
```

In this example, the name *Sonnichsen* would be selected from your database.

Use the Ends function when you want to find all the records that end with specific letters or numbers. For example, to find all records that end with the letters *son* in the LastName field, you would enter the formula:

```
Ends("son", [LastName])
```

In this example, the name *Johnson* would be selected from your database.

Scrolling from the Keyboard

You can scroll through the database one entry at a time or in larger increments using the keyboard.

To scroll one entry at a time:

1. **Select a field in the form or list.**
2. **Press Up Arrow or Down Arrow.**

To scroll in larger increments, use the ⌘ key.

1. **Select a field in the form or list.**
2. **Press ⌘-Up Arrow or ⌘-Down Arrow.**

Additional Information

Switching Between Form and List Views

In the database, you can switch between the Form and List views. When you return to the Form view from the List view, you will return to the record you were last working with in the Form view. If you were to select a record while in the List view and then change to the Form view, you would still return to the last record you were working with in the Form view. You will not return to the newly selected record. If you want to change to another record within the database, use the scroll bar at the right of the document window or the keyboard (see "Scrolling from the Keyboard" in the previous section).

Using the And and Or Functions to Match Records

The caption on page 132 of the *AppleWorks GS User's Guide* is incorrect. It should read

```
And ([City]="Houston", [Order]>"7/1/88")
```

In general, use the And function when you want to define criteria in which *all* of several conditions are true. Use the Or function when you want to define criteria in which only *one* of several conditions is true.

For example, suppose you have the following database entries and you want to find all the entries in which the last name is Jones *and* whose residence is California.

LastName	FirstName	State
Smith	Jim	CA
Jones	Carla	MN
Jones	Fred	VT
Smith	Jack	MA
Jones	Lily	CA
Jones	Grace	IL

Using the And function, your formula would be:

```
And ([LastName]="Jones", [State]="CA")
```

Using the example data, Lily Jones from California would be selected; Lily Jones is the only Jones in the database who also resides in California.

On the other hand, suppose you want to find all the Joneses or everyone who lives in California. Your formula would be:

`Or ([LastName]="Jones", [State]="CA")`

Using this formula, all the entries *except* Jack Smith from Massachusetts would be selected. Jack Smith's record is the only one in the database that does not meet either one of the conditions. His last name is not Jones and his state of residence is not California.

Importing AppleWorks Database Files

The following information supplements the information on page 350 of the *AppleWorks GS User's Guide*.

When converting AppleWorks database files to AppleWorks GS files, any fields that are "hidden" in the original file will not be transferred to AppleWorks GS. If the message, "You will lose information in the deleted categories," appears when importing an AppleWorks database file, then the AppleWorks file has hidden fields.

To transfer the complete AppleWorks database file (including hidden fields):

1. **Open your database file in AppleWorks.**
2. **Enter the List View and press ⌘-L for Layout.**
3. **Press ⌘-I.**

A list of the hidden fields appears.

To reinsert a hidden field:

1. **Select the field name (using the Up Arrow or Down Arrow key).**

Additional Information

2. Press Return.

Do this for each hidden field.

Continue this process until no fields are displayed when you press ⌘-I. You are now ready to import the complete AppleWorks database file into AppleWorks GS.

Spreadsheet

Selecting a Range of Cells

This section supplements the information found on pages 174–175 of the *AppleWorks GS User's Guide*.

To select a large range of cells quickly, select the cell at the top of the range and then Shift-click the cell at the bottom of the range.

For example, to select the range A1...A100:

1. **Select cell A1.**
2. **Scroll through your spreadsheet until cell A100 is visible.**
3. **Hold the Shift key and click cell A100.**

The range A1...A100 is selected.

Using the Fill Command

When you copy the contents (values, labels, formats, and functions) of a cell or a range of cells down a column or across a row, it's best to use the Fill command.

For example, to replicate the formula in cell A3 in cells A4...A50, use the Fill command as follows:

1. **Select the range A3...A50.**

AppleWorks GS will use the contents in the top cell, A3, to fill the range.

To learn how to select a large range of cells quickly, see “Selecting a Range of Cells” in the previous section.

.....

2. Choose Fill from the Edit menu.

The Fill dialog box appears.

3. To fill the cells down, click Down.

4. Click OK.

The contents of cell A3 are copied to cells A4...A50.

For more information about using the Fill command, see pages 190–191 of the *AppleWorks GS User's Guide*.

Creating a Chart with Spreadsheet Data

The information in this section supplements the information on pages 192–197 of the *AppleWorks GS User's Guide*.

When you use the New Chart command in the Data menu to create a chart from spreadsheet data, the chart is displayed as an AppleWorks GS graphics document. This document can be edited and printed just like any other AppleWorks GS graphics document.

You may notice that these charts (excluding pie charts) do not contain tick marks or values for the intervals along the horizontal and vertical axes. If you wish, you can easily add these using the graphics tools.

For information about using the graphics tools, see chapter 5, “Graphics,” of the *AppleWorks GS User's Guide*.

Using the Term Function

On pages 245 and 271 of the *AppleWorks GS Reference*, the description of the Term function is incorrect.

The Term function provides the number of periods required for a periodic investment to grow to a specific amount.

The syntax for Term is:

`Term(payment, rate, fv)`

Additional Information

where *payment* is the amount invested each period, *rate* is the percent return of the investment, and *fv* is the future value of the investment. You can enter *rate* as a percent value (such as 10%) or as a decimal value (such as 0.10).

For example, if you invest \$1,000 each year at 8% annual interest, the formula:

```
Term(1000, 8%, 50000)
```

returns the number of years required for your investment to grow to \$50,000.

Using the Pmt Function

On page 265 of the *AppleWorks GS Reference*, the example shown for the Pmt function is incorrect.

The syntax for Pmt is:

```
Pmt (pv, rate, term)
```

where *pv* is the present value or principal amount of the loan, *rate* is the interest rate of the loan per period, and *term* is the number of periods that constitute the term of the loan.

For example, to calculate the monthly payment for a \$10,000 loan at 10.5% per year for 240 months, use the following expression:

```
Pmt (10000, 10.5%/12, 240)
```

In this example, 10.5% is divided by 12 because the term is in months; therefore, the interest must be the *monthly rate* (10.5%/12) rather than the *yearly rate* (10.5%).

Graphics

Importing Color Graphics

Most graphics programs for the Apple IIGS use the 320 x 200 Super High-Resolution graphics mode, which has 16 available colors out of a possible 4096. In contrast, AppleWorks GS uses the 640 x 200 Super High-Resolution graphics mode. This mode, while providing greater

overall resolution, offers only 4 available colors at a time. These 4 colors, however, can be made to simulate 16 colors by a process known as dithering. For more information on dithering, see pages 23–27 of the *AppleWorks GS Reference*.

Although it's always possible to use 320 x 200-mode graphics to duplicate any color produced by 640 x 200-mode graphics, the reverse is not true. As a result, graphics created in many Apple IIGS paint and draw programs undergo shifts in color when imported into an AppleWorks GS document.

640-Mode Graphics

With AppleWorks GS 1.1, you can open or import, with the correct colors, 640-mode Apple Preferred Format (APF) graphics and screen dumps.

When you *open* one of these documents, the new document automatically has the correct colors.

When you *import* a 640-mode graphic, a dialog box asking, “Change the colors to match the picture?” appears.

Click Yes to import the color palette along with the graphic.

◆ **Warning** Importing this palette will change the color for all other graphics in your document. You cannot undo this color change.

Click No to keep your document's current color palette. Your imported graphic will take on the colors of your document's palette.

320-Mode Graphics

Other imported graphic file formats use the destination document's color palette rather than the palette of the paint or draw program in which they were created.

Additional Information

To avoid unwanted color shifts in imported graphics, use the Palettes folder on the AWGS.Utilities disk. This folder contains blank document files for several popular Apple IIGS graphics programs. The following table lists the available files in the Palettes folder and the Apple IIGS graphics programs for which they are intended:

Palette files	Graphics program (320 mode)
DLXPNT.PALETTE	DeluxePaint II
PWORKS.PALETTE	Paintworks Plus Paintworks Gold
TOPDRAW.PALETTE	TopDraw

To use these palette files to create color-compatible graphics for AppleWorks GS:

1. Using an Apple IIGS graphics program, open the corresponding palette file in the Palettes folder.

2. Create the graphic in the palette file.

Do not attempt to edit the colors.

3. Save the completed graphic under a different name.

By saving the graphic under a different name, you can preserve the blank palette file for future use.

If you're using TopDraw, be sure to save the graphic using the PICT format.

4. Import the graphic into AppleWorks GS using the Import File command in the File menu.

Page Layout

Placing Text Around a Graphic

The following information supplements chapter 6, "Page Layout," of the *AppleWorks GS User's Guide*.

To place text around a graphic, you need to create a series of linked text objects. For information about linking text objects, see page 259 of the *AppleWorks GS User's Guide*.

In the newsletter shown in figure 17, the text of the soccer article has been placed in the first column and around the graphic in the second column.

Figure 17
Text around a graphic



Follow the steps below to learn how the text was placed around the soccer ball:

- 1. Create a linked text object at the top of the second column by clicking the link tag at the bottom of the text object in the first column.**

The pointer changes to an icon representing a text object.

- 2. Press the mouse button and drag to create the linked text object.**

The link tags at the bottom of the first text object and the top of the new object change to a plus sign (+) to indicate that they are linked, as shown in figure 18. You can create as many linked text objects as necessary.

Additional Information

Figure 18
Linking text objects

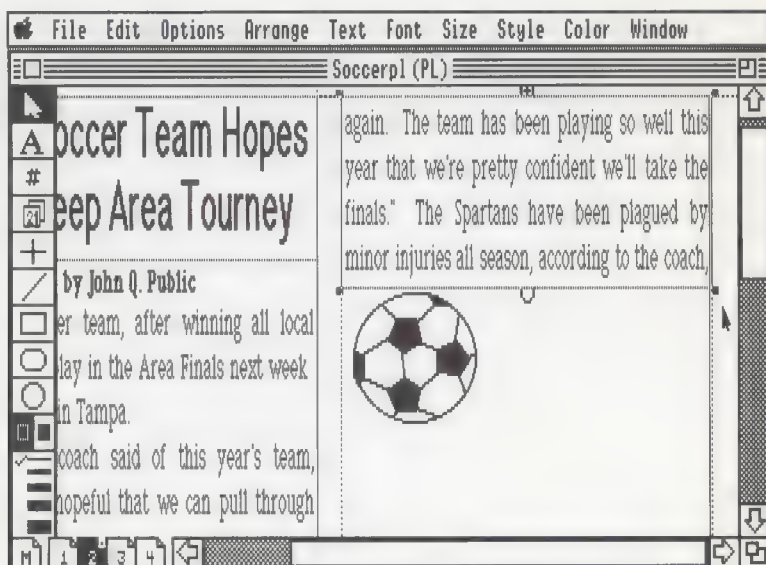
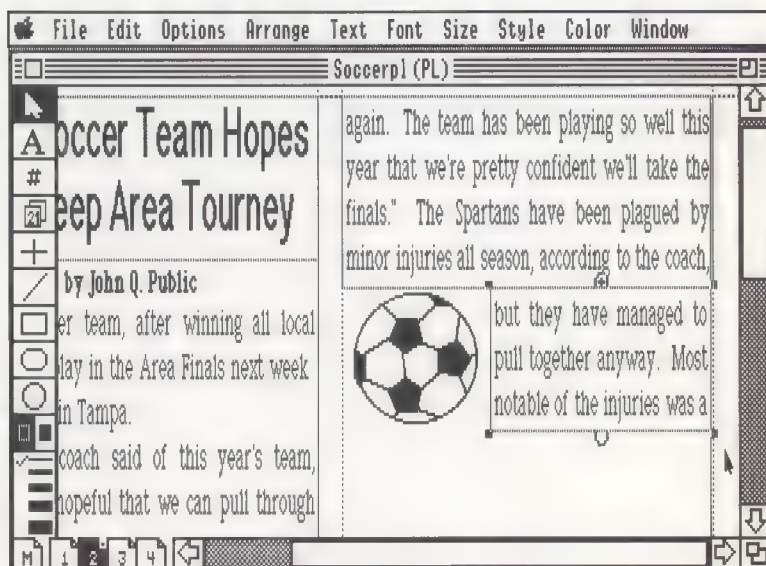


Figure 19
Fitting text objects around a graphic



3. Create another linked text object next to the soccer ball, as shown in figure 19.

.....

4. Create another linked text object under the soccer ball.

You can adjust the depth of this last text object to fit the length of the article or the length of the column. Continue creating text objects to complete the layout of the newsletter.

Cropping Graphics

The information in this section expands on the information found in the last paragraph on page 184 of *AppleWorks GS Reference*.

You can crop graphics in a page layout document. Cropping a picture means that you cut off or trim some portion of the graphic.

To crop a graphic:

- 1. Select the graphic in the page layout document.**
- 2. Press and hold the Option key and drag a handle until only the portion of the graphic you wish to keep is within the crop outline.**

When you release the mouse button, all portions of the graphic outside the outline vanish.

- 3. Repeat step 2, dragging other handles as necessary, until your picture is cropped the way you want it.**

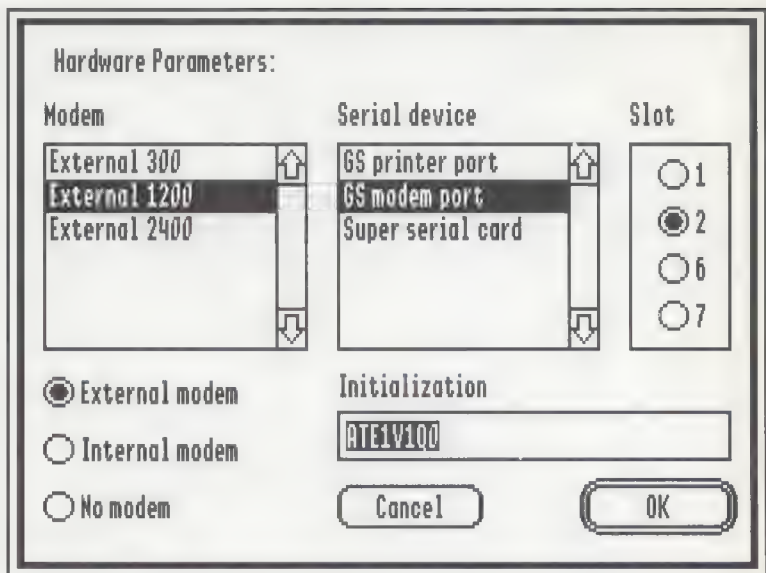
Communications

Identifying Modem Type

The illustration on page 308 of the *AppleWorks GS User's Guide* is incorrect. The three choices from which you can select an external modem include External 300, External 1200, and External 2400, as shown in figure 20.

Additional Information

Figure 20
Identifying your modem



Setting Up a Phone List

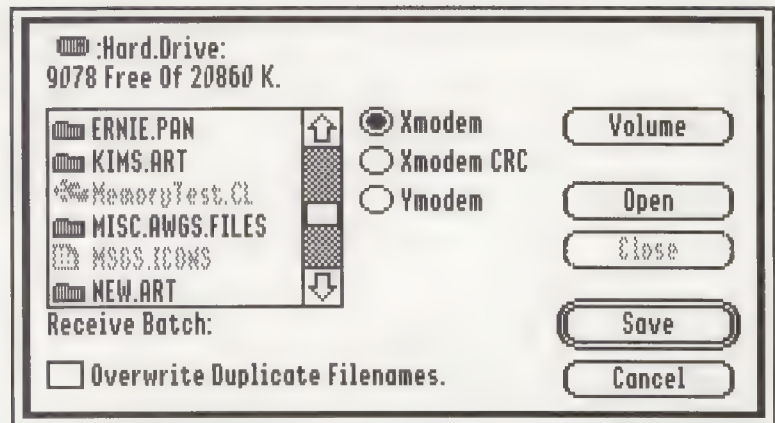
The following information supplements the information on pages 312–313 of the *AppleWorks GS User's Guide*.

The numbers in a phone list are tied to a communications document and not to the AppleWorks GS application. Thus, when you create a phone list and save the document using the Save command in the File menu, your phone list becomes part of a communications document. When you want to use that particular phone list again, you must open the particular communications document in which you saved the desired list.

Overwriting Filenames

The dialog box pictured on pages 206-207 of the *AppleWorks GS User's Guide* and page 327 of *AppleWorks GS Reference* has been modified for AppleWorks GS 1.1.

Figure 21
Receive Batch dialog box



With AppleWorks GS 1.1, batch files having the same names as files on your destination volume will not replace (overwrite) the existing files. To replace the existing files, check the "Overwrite Duplicate Filenames" box shown in figure 21. You may receive and overwrite Binary II files in the same manner.

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